

# DUTY STATEMENT



☐ CURRENT  
☐ PROPOSED

CIVIL SERVICE CLASSIFICATION Senior Safety Engineer		WORKING TITLE Senior Safety Engineer		
PROGRAM NAME Occupational Safety and Health Standards Board			UNIT NAME <a href="#">Click or tap here to enter text.</a>	
ASSIGNED SPECIFIC LOCATION Sacramento			POSITION NUMBER <b>400- 850-3909-015</b>	
BARGAINING UNIT R09	WORK WEEK GROUP E	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

## General Statement

Under the direction of the Principal Safety Engineer (PSE), the Senior Safety Engineer (SSE) is required to function with expert technical proficiency in a demanding, fast-paced environment while handling the more complex, sensitive, and controversial occupational safety and health issues for the Occupational Safety and Health Standards Board (Board).

The SSE is a working safety engineer responsible for the development of the State's safety standards with and may participate as technical advisor to the Board during public hearings. The SSE strives to obtain consensus with labor, management and public groups to promote safety concepts for the more complex and sensitive occupational safety and health challenges.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
45%	<p>With a computer and reference material (both in office and online) the SSE conduct research and analysis of programs, practices, means, devices and processes used in the workplace to develop safety standards for the Board, as directed by the PSE:</p> <p>Develop the more complex proposed regulations (standards), amendments and repeal of existing regulations based on legislation, changes in Federal standards, petitions, variances, appeals and/or other sources of authority on an ongoing basis. Prepare the attendant rulemaking documents on technical occupational safety matters and develops rationale to support the need for such regulations through analysis and research. Develop amendments to regulations by analyzing programs, methods, practices, means, devices and processes in order to prevent the reoccurrence of serious injuries/fatalities in the workplace. Utilizing the appropriate and relevant analysis, research and reference materials, respond to all public testimony and written comments on proposed regulations upon direction from the PSE.</p> <p>Develop sensitive, sometimes controversial rulemaking, to adopt standards mandated by legislation, the Board, Federal requirements, or other authority as needed. Participate in regulatory reform rulemaking projects such as restructuring</p>



40%	<p>the General Industry Safety Orders in title 8, per the instruction of the PSE. Prepare written responses to inquiries and/or disapprovals of regulatory actions issued by the Office of Administrative Law, in a timely manner. Review and make recommendations on concerns and major issues raised by Federal OSHA regarding Program Change Supplements.</p> <p>With a computer and reference material (both in office and online) the SSE provide recommendations relating to safety orders to applicants and the Board on variance matters and evaluates title 8 petition requests as provided by the Labor Code:</p> <p>Conduct studies and analysis, as needed, to prepare staff reports and evaluations on the more complex and highly sensitive proposed health regulations, petitions to revise regulations, and requests for permanent variances from safety orders on sensitive subjects affecting worker safety, including variances using new or complex technology.</p> <p>Identify necessary safety conditions and may conduct onsite fact-finding visits to gain a better understanding of the means, method, process, equipment, etc. which is the subject of the petition or rulemaking proposal. Make site visitations on permanent variance applications to determine if the applicant's proposal will provide equivalent safety for employees. Develop a thorough, written evaluation report making recommendations for the denial, modification or acceptance of the variance. Prepare written staff reports on difficult/complex subjects that reveal policy implications and make recommendations on the proposal to the Board. Provide technical assistance to the variance applicant, as necessary.</p>
	<p>10%</p> <p>With a computer, phone and meeting supplies (both in office and online) the SSE convene and chairs advisory committee meetings on proposed regulations, as directed by the PSE:</p> <p>Develop representative labor-management advisory committees to consider proposed title 8 amendments, conduct large advisory committee meetings on complex issues and oversee sensitive negotiations between affected parties, as needed. Work to obtain consensus among the affected parties – labor, management, users, manufacturers, and other stakeholders utilizing excellent interpersonal skills, respect and professionalism. As the technical safety expert, resolve differences among affected parties and ensure the development of reasonable and enforceable regulations which contribute directly to the safety of employees.</p> <p>Serve as the Board's technical expert and representative on advisory committees convened by the Division of Occupational Safety and Health for the development of occupational health standards as needed.</p>
<b>Percentage of Time Spent</b>	<b>Marginal Job Functions</b>
5%	<p>With a computer, phone and reference material (both in office and online) the SSE provide technical expertise, as needed:</p> <p>Represent the Board as a technical expert at public hearings, variance hearings,</p>

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and other meetings, as directed and respond to technical questions from the employer community, the Division of Occupational Safety and Health, various consultants, attorneys, and the general public. Performs other duties as required, such as coordinating and resolving issues on overlapping jurisdictions with other regulatory agencies. Perform other duties assigned to fulfill the operational needs of the Board, this may include but is not limited to providing back up to other engineers and attending and actively participating in team meetings, trainings and seminars.

### Conduct, Attendance, and Performance Expectations

The SSE is expected to: maintain consistent and regular attendance and adhere to departmental policies and procedures regarding attendance, leave and conduct; develop and maintain collaborative working relationships with the Board, management, staff and outside parties; complete assigned work on time, review work for accuracy and maintain confidential data; keep PSE informed of problems and provide possible solutions; show initiative and take responsibility for their work; exercise good judgment and tact.

### Supervision Received

This position reports to the Principal Safety Engineer. On occasion, assignments may come directly from the Executive Officer.

### Supervision Exercised

None.

### Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

#### Work Environment

This is a Full-Time permanent position with the Occupational Safety and Health Standards Board, located in a temperature-controlled office environment with artificial lighting in a commercial office building. Incumbent will have a desk and is required to work extensively on computers as necessary for the drafting of letters, briefs and other documents, and for research, email communication, file review, training and other purposes. Incumbent is expected to handle their own word processing. This is a full-time, Monday through Friday, position, however, Incumbent is expected to work all hours as necessary to accomplish their assignments, and although will generally average a 40-hour week, longer work hours may occasionally be required. Telework options are available and will be considered.

#### Special Requirements/Other Information

Equivalent to graduation from college with specialization in engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

#### Physical Abilities

The position requires prolonged work at a computer for extended periods of time and to move and transport office items in a safe manner.

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### Additional Requirements/Expectations

The incumbent is expected to establish and maintain cooperative working relationships with staff at all levels both within and outside of the Board to complete work assignments. All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Requires proficiency with Microsoft Office Suite programs (i.e. Excel, Word, Access, Outlook and PowerPoint), strong writing and editing skills, ability to present ideas, develop solutions and effectively communicate information verbally and in writing, and the capacity to work independently and in a team environment.

### Personal Contacts

The incumbent has daily contact with other staff within the Board. May also have frequent contact with labor, management, and other public groups and/or individuals, as well as other DIR Divisions and Units.

### Employee Acknowledgment

*I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Diversity and Inclusion Office.*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### Supervisor Acknowledgment

*I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.*

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

### HUMAN RESOURCES OFFICE APPROVAL

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C&P Analyst Initials

\_\_\_\_\_  
Approval Date